



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR

ASSOCIATE SAFETY ENGINEER

IF60 3929 7IR/DOSH
OPEN / STATEWIDE /NON-PROMOTIONAL



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of the scheduled cut-off dates
CAREER CREDITS	Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits at the last page of this bulletin.)
HOW TO APPLY	<p>Applications for this classification will be accepted on a continuous basis and processed for examinations with the following cutoff dates:</p> <ul style="list-style-type: none">▪ March 2, 2007▪ July 6, 2007▪ November 2, 2007 <p>Qualified applicants, who submit completed applications by one of the above cut-off dates, will be admitted to the examination scheduled for that cut-off date. Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco, CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov.</p>
CROSS-FILING INFORMATION	Examination for the classification of Assistant Safety Engineer will be held at the same time. If you meet the entrance requirements and wish to apply for both examinations, you should file only one Application Form 678. Put the title of each examination you wish to take in Section 1 of the application. Applications (Form 678) are available at the Department of Industrial Relations, Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco. This form can be accessed from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations at www.dir.ca.gov .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than the applicable cut-off date . Applications postmarked, personally delivered or received via inter-office mail after the cut-off date will be accepted for examination scheduled for the next cut-off date.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$5634-6843 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.
ELIGIBLE LIST INFORMATION	A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.

(Continued on reverse side)

EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) by the applicable cut-off date will be scheduled for a Qualifications Appraisal Panel Interview.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the applicable cut-off date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement</p>
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Two years of experience in California state service performing the duties of an Assistant Safety Engineer.</p> <p>Or II</p> <p><u>Experience</u>: The equivalent of either:</p> <ol style="list-style-type: none"> 1. Two years of experience as a safety engineer or safety consultant in the construction, electrical, or industrial disciplines, conducting safety inspections to identify hazards to worker safety and advise on their abatement in industrial or commercial establishments, government facilities, or construction sites. Or 2. Three years of professional construction, electrical, or industrial engineering experience. and <p><u>Education</u>: Equivalent to graduation from college with specialization in engineering or in a field directly related to occupational safety and health. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	Willingness to undertake additional training as needs is identified; willingness to travel and work in an assigned area of the State; keenness of observation, tact, and maturity.
POSITION DESCRIPTION	An Associate Safety Engineer, without detailed supervision or review, conducts the most difficult construction, electrical and industrial worker safety inspection, surveys, and accident investigations; consults with employers, workers, representatives of labor organizations, employees of other government agencies, and members of the general public regarding occupational safety and health problems; conducts training and responds to complaints regarding hazards to worker safety and health; applies the provisions of the State's safety orders, applicable laws, and appropriate Department policies and recommends penalties or citations, and if appropriate, legal prosecution; prepares reports and correspondence; analyzes existing and proposed State regulations and policies on occupational safety and health associated with construction, electrical and industrial disciplines; makes presentations at hearings of Occupational Safety and Health Standards and Appeals Boards; may act in a lead capacity and assists in training other staff; and may be assigned special projects related to occupational safety and health in the construction, electrical and industrial disciplines.
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	This examination will consist of a qualifications appraisal interview only. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

	<p style="text-align: center;">Qualifications Appraisal Interview</p> <p>Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Purpose and functions of the various components of the Cal/OSHA program; 2. Principles, practices, and methods of construction, electrical, and industrial engineering, including those specifically applicable to safety engineering; 3. Operations, methods, equipment, and safety devices used in the State's work places and occupational safety and health hazards associated with construction, electrical, and industrial disciplines; 4. The Associate Safety Engineer State's safety orders covering construction, electrical, and industrial safety; 5. Applicable provisions of the Labor Code; 6. Policies and procedures relating to the operations of the Cal/OSHA program; 7. Methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines; 8. Methods of developing and presenting evidence in administrative and formal legal hearings. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Conduct safety inspections and accident investigations associated with the construction, electrical, and industrial disciplines, including the most difficult and complex, in work places throughout the State; 2. Gather and effectively analyze information; 3. Detect occupational safety and health hazards and unsafe working conditions and practices in the construction, electrical, and industrial disciplines; 4. Interpret and apply the State's safety orders, applicable provisions of the Labor Code, and the policies of the Cal/OSHA program associated with construction, electrical, and industrial disciplines; 5. Develop and maintain effective working relationships with employers, workers, labor organizations, the general public, and others encountered in the work; 6. Analyze situations accurately and take effective action; 7. Communicate effectively, both orally and in writing; 8. Address groups and conduct seminars and workshops on construction, electrical, and industrial worker safety; 9. Prepare technical reports and correspondence; 10. Act in a lead capacity and assist in training staff in occupational safety and health work in Cal/OSHA program functions and activities associated with the construction, electrical, and industrial disciplines; 11. Develop and present evidence, and represent the Division of Occupational Safety and Health or other components of the Cal/OSHA program in administrative and formal legal hearings related to the construction, electrical, and industrial disciplines
VETERAN'S PREFERENCE	Veteran's preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: As described in the Section covering Knowledge and Ability.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929